

Montana Board of Realty Regulation
301 South Park Avenue 4th Floor
PO Box 200513
Helena MT 59620-0513
PHONE: 406-841-2202
E-MAIL: DLIBSDLicensingUnitB@mt.gov
WEBSITE: www.realestate.mt.gov

**PROCEDURES FOR PREDETERMINATION FOR
LICENSING**

**COMPLETE THIS APPLICATION ONLY IF YOU HAVE
HAD A CONVICTION**

APPLICATION FEE - \$87.50

PREDETERMINATION REQUIREMENTS:

-If you have ever been charged with or convicted of a crime (including a pleas of no contest of deferred prosecution) relating to, or committed , or involving violence, use or sale of drugs, fraud, deceit, or theft, whether or not an appeal is pending? You may omit (1) traffic violations for which you paid a fine of \$100 or (2) charges or convictions prior to your 16th birthday. If yes, attach a detailed explanation.

PROCESSING PROCEDURES:

1. A completed application will be presented to the Board at its next regularly scheduled meeting. Your completed application must be in the board office 15 business days prior to the next scheduled board meeting.
2. The applicant is not required to attend the Board meeting, but is welcome to attend and be present during the consideration of the application.
3. Visit the website at www.realestate.mt.gov for a listing of actual board meeting dates.
4. Upon completion of all of the requirements for licensure, an application for a Real Estate Broker or Salesperson license must be submitted with all fees and supporting documentation. You will also need an original certified license history from any state you hold or held a real estate license in.
5. Please order a license history from any real estate jurisdiction in which a current license has been previously issued. This is not required for your predetermination application request, but is required for your licensure application and can take up to 8 weeks to obtain.

****FAXED OR E-MAILED APPLICATIONS WILL NOT BE PROCESSED UNTIL APPROPRIATE FEE IS RECEIVED. E-check and Credit Card Information cannot be used as payment if completing a paper copy. Please go to www.ebiz.mt.gov/pol to complete an online application and use a credit card or e-check.****

MONTANA BOARD OF REALTY REGULATION
301 South Park Avenue, 4th Floor
P O Box 200513
Helena, Montana 59620-0513
PHONE: (406) 841-2202

E-MAIL: dlibsdrre@mt.gov WEBSITE: www.realestate.mt.gov

**PreDetermination of Application for Licensure as a
Salesperson OR Broker**

Application fee \$87.50

****FAXED OR E-MAILED APPLICATIONS WILL NOT BE PROCESSED AS ORIGINAL SIGNATURES
ARE REQUIRED****

*Must be at least 18 years of age

*Must have completed the 10th grade from an accredited high school or equivalent

1. FULL NAME _____
Last First Middle

2. OTHER NAME(S) KNOWN BY _____

3. BUSINESS NAME _____

4. BUSINESS ADDRESS _____
Street Address City and State Zip Country

MAILING ADDRESS (If Different) _____
PO Box # City and State Zip Country

5. HOME ADDRESS _____
Street or PO Box # City and State Zip Country

THE BOARD'S PRIMARY METHOD OF COMMUNICATION WITH LICENSEES IS EMAIL.

PREFERRED E-MAIL ADDRESS _____

6. TELEPHONE _____
Business Home Fax

7. SOCIAL SECURITY NUMBER FOREIGN ID NUMBER _____ MALE

8. DATE OF BIRTH _____ FEMALE
Month/ Day/Year

9. SUPERVISING BROKER AGREEMENT: I, _____
Broker Name License #

**agree that I have the supervising broker endorsement and I will supervise
the above-named applicant as a real estate salesperson. I hereby state that
the applicant for real estate salesperson license has satisfactory credit,
character, and IS OF GOOD REPUTE. I further agree that I will ACTIVELY
SUPERVISE AND TRAIN the applicant during the time the applicant remains
under my supervision as a real estate salesperson.**

Supervising Broker Signature Date

PROFESSIONAL LICENSES:

List all professional licenses you hold or ever have held. License verification must be sent directly to Montana from each state/province/territory.

State	License Number	License Type	Issue Date	Expiration Date	License Method	Requested State Verification	
						Yes	No
						Yes	No
						Yes	No
						Yes	No
						Yes	No
						Yes	No

DISCIPLINARY QUESTIONS:

Please read carefully & answer questions completely and truthfully, it may affect your licensure.

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| 10. Have you ever had an application for a professional or occupational license refused or denied? If yes, please attach a detailed explanation and provide supporting documentation from the source. | Yes | No |
| 11. Have you ever withdrawn an application for licensure prior to the licensing agency's decision regarding your application? If yes, please attach a detailed explanation and provide supporting documentation from the source. | Yes | No |
| 12. Has a licensing agency initiated or completed disciplinary action against any professional or occupational license you have held? If yes, please provide agency documents including the complaint, initiating documents, orders, final orders, stipulations and consent and/or settlement agreements directly from the source. | Yes | No |
| 13. Have you ever voluntarily surrendered, cancelled, forfeited, failed to renew a professional or occupation license in anticipation of or during an investigation or disciplinary proceedings or action? If yes, please attach a detailed explanation and provide supporting documentation from the source. | Yes | No |
| 14. Has a complaint ever been made against you with a professional or occupational licensing agency? If yes, please attach a detailed explanation and provide supporting documentation from the source. | Yes | No |
| 15. Have any civil legal proceedings been filed against you by a (patient/client), (former patient/client) or employer/employee? If yes, attach a detailed explanation and documentation from the source including initiating document(s) and documentation of final disposition. | Yes | No |

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| 16. Do you have any criminal charges pending or have you ever pled guilty, forfeited bond, or been convicted of a crime (whether or not sentence was suspended or deferred), or have you pled no contest or had prosecution deferred whether or not an appeal is pending? If yes, attach a detailed explanation and documentation from the source. You must report but may omit documentation for: (1) misdemeanor traffic violations resulting in fines of less than \$100; and (2) charges or convictions prior to your 18 th birthday unless you were tried as an adult. | Yes | No |
| 17. Have you ever been diagnosed with chemical dependency or another addiction, or have you participated in a chemical dependency or other addiction treatment program? If yes, please attach a detailed explanation and provide documentation regarding evaluations, diagnosis, treatment recommendations and monitoring from the source. | Yes | No |
| 18. Have you ever been diagnosed with a physical condition or mental health disorder involving potential health risk to the public? If yes, please provide a detailed explanation. | Yes | No |
| 19. Have you ever been courts martial or discharged other than honorably from any branch of the armed service? If yes, attach a detailed explanation and documentation for the source. | Yes | No |

I authorize the release of information concerning my education, training, record, character, license history and competence to practice, by anyone who might possess such information, to the Montana licensing program.

I hereby declare under penalty of perjury the information included in my application to be true and complete to the best of my knowledge. In signing this application, I am aware that a false statement or evasive answer to any question may lead to denial of my application or subsequent revocation of licensure on ethical grounds. I have read and am familiar with the applicable licensure laws of the State of Montana and instructions to applicants for licensing. I accept the rules and procedures outlined in these documents as the basis for my application.

I hereby declare that if a Montana Real Estate Salesperson's license is issued to me, I agree to conduct my Montana real estate business in accordance with the laws of Montana and the rules of the Board of Realty Regulation.

Legal Signature of Applicant

Date